



Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 15-104**



<http://dmva.alaska.gov/employment.htm>

POSITION TITLE: Personnel Craftsman (MXS/CSS)	AFSC: 3S0X1	OPEN DATE: 29 JULY 2015	CLOSE DATE: 29 AUGUST 2015
UNIT OF ACTIVITY/DUTY LOCATION: 168th Air Refueling Wing, Eielson, AK		GRADE REQUIREMENT: Minimum: E5 Maximum: E6	
SELECTING SUPERVISOR: Lt Col Borneo	VACANCY: 0955237	PHYSICAL PROFILE: PULHES – 333233	

AREAS OF CONSIDERATION

Area 1 On Board AKANG AGR (**ANY AFSC**)

Area 2 Alaska Air National Guard members (**ANY AFSC**)

****All applicants MUST meet the grade requirement and physical/medical requirements outlined****

MAJOR DUTIES MAY INCLUDE

- Supervise and perform personnel activities and functions, including personnel action requests; source documents; and personnel records
- Interview and classify Airmen. Advise on career progression. Update military personnel data system (PDS) records
- Manage Air Force retention programs, assists military personnel in making career decisions, and advises on benefit programs
- Ensure compliance with personnel policies, directives, and procedures
- Advise Airmen on military personnel issues and programs
- Conduct interviews to determine individual interests, qualifications, and personnel data
- Brief provisions of personnel programs such as assignments, promotions, separations, retirements, benefit programs, retention, bonus, classification, training and retraining, and personnel reliability program, personnel readiness and career progression
- Help commanders develop career information and motivation programs
- Counsel Airmen on reenlistment opportunities and benefits. Monitor retention programs and provides reports and statistics
- Help users determine training requirements, methods, and procedures
- Create, maintain, and audit personnel records. Record information in unit, field, and PDS records
- Prepare and maintain personnel records, and personnel action requests
- Prepare and process documentation for administration of quality control programs
- Review personnel records, and interviews individuals to ensure accuracy of information
- Compare basic records with source documents, transaction registers, and management products
- Inspect records, master personnel, and command and field personnel records. Review and process evaluation reports
- Perform personnel actions
- Update computerized personnel data. Conduct in and out processing
- Monitor personnel readiness programs
- Schedule individuals for processing personnel actions such as reenlistment, promotion, separation, retirement, or reassignment
- Administer standard tests, acts as test monitor, scores tests, and records results
- Prepare and processes correspondence, forms, and PDS transactions
- Advise members on official and personal obligations incident to relocation, training, and promotion
- Prepare and processes relocation actions. Process documents required to support service awards and decorations
- Guide customers in completing the vRED (automated DD Form 93) in vMPF (virtual MPF)
- Maintain files of correspondence, directives, instructions, and other publications
- Provide casualty assistance. Administer casualty program
- Prepare related reports and documents. Assist next of kin of deceased and missing personnel to apply for death gratuity pay, arrears of pay, veterans' affairs, social security, government and commercial life insurance, and other benefits
- Oversee personnel activities and functions. Inspect personnel activities for compliance with policies and directives
- Report discrepancies and recommends corrective action
- Monitor personnel actions for timeliness, propriety, and accuracy
- Ensure proper counseling of individuals on personnel programs, procedures, and benefits. Organize and compile management data and submits reports
- Prepare and processes administrative support actions relating to unit programs such as FIT Program, vOP, inprocessing, squadron information, and enlisted and officer professional military education. Manage leave web program. Maintain suspense system for personnel actions and correspondence
- Maintain and monitor duty status changes
- Provide customers with guidance on how to use the web applications for the personnel actions
- Prepare and process letters of reprimand, investigation reports, unfavorable information files, and separation actions
- Performs Personnel Support for Contingency Operations (PERSCO) functions
- Review and Process Actions in Military Personnel Data System (MILPDS)
- Review and perform functions on myPers website
- Perform additional duties as assigned

INITIAL ELIGIBILITY CRITERIA

- SECURITY CLEARANCE – **Secret** (eligible to obtain)
- APTITUDE REQUIREMENT – ADMINISTRATIVE – 41
- STRENGTH APTITUDE - Demonstrated by weight lift of 40 LBS
- Ability to operate a keyboard at a minimum rate of 25 words per minute (wpm)
- Ability to speak distinctly
- Upon selection, approval of Exceptional Family Member Program is required for members with dependents

See page 2 for Preferred Qualifications and All Required Documents for Considerations

- Knowledge is mandatory of: officer and airman classification systems and procedures; preparing and maintaining personnel records; assignment, promotion, testing, customer service, quality force, personnel readiness, PERSCO and deployment/mobilization procedures; interviewing and counseling techniques; policies and procedures relating to administrative communications, correspondence, messages, and general office management; overall organizational structure and its interrelationship with the mission; terminology and procedures employed within functional areas assigned; policies, programs, and procedures of agencies administering and providing benefits to military personnel, retirees, and family members; PDS capabilities and applications; occupational survey procedures; benefit programs; and principles, policies, and concepts of personnel management. Experience is mandatory in preparing and maintaining documentation and records associated with materiel management; supervising storage facilities, analyzing trends in stockage policy and customer support, and operating contingency processing functions
- Experience performing or supervising one or more of the functions associated with preparing and maintaining PDS and manual records, personnel classification or usage, quality force management, auditing personnel records and reports, or career progression counseling
- Experience and knowledge of programs to include Commander Support Staff processes, AF Fitness Program, AF Records Information Management System (AFRIMS), ANG Reserve Orders Writing System (AROWS), Command Human Resources Intelligence System (CHRIS), Defense Connect Online (DCO), Defense Travel System (DTS), Government Purchase Card (GPC), Military Personnel Data System (MILPds), MS SharePoint, MS Office Suite applications
- In-depth knowledge of MS Excel, including ability to create, manipulate and modify Pivot Table
- Strong background in MS Access; ability to create forms and queries; troubleshoot problems with existing databases
- CompTIA/8570 Certification (A+, Net+ and/or Security+)
- Effectively communicate both orally and in writing

INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
AGRs must have 12 months in assigned position or will not be considered for reassignment. <i>IAW ANGI 36-101. Airmen should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.</i>		
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to AKNG-Apply@mail.mil. Hard copy applications will **NOT** be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.** *Items 1-3 are required by the Human Resource Office to determine initial qualifications.* If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position **dated 20131111** (Available on <http://dmva.alaska.gov/employment.htm>)
2. CURRENT Records Review RIP (available on vMPF (<http://www.afpc.randolph.af.mil/vs>))
3. CURRENT PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. Cover Letter & Resume (OPTIONAL)
5. Letters of Recommendation will be accepted

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into **ONE** single PDF file with **MINIMUM** blank pages.

PDF File Name should be: (Position Announcement Number) Last name, First name, Grade

(Example: **ANG 15-xx Doe, Jane E1**)

Email Subject should be: (Position Announcement Number)

(Example: **ANG 15-xx**)

Email Application Package to AKNG-Apply@mail.mil

QUESTIONS:

To verify receipt of application, you may call 907-428-6242 (DSN 317-384-4452)

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.